

**Secretariat**

14 October 1999

Information circular***To:** Members of the staff at Headquarters**From:** The Assistant Secretary-General for Central Support Services**Subject:** **Termination of support for obsolete computing equipment**

1. Starting with the biennium 1998-1999, the Information Technology Services Division is no longer responsible for the replacement of office automation equipment. The Division's responsibility is to establish standards for equipment that is connected to the common network infrastructure. The funds to acquire and/or replace the equipment have been assigned to individual Departments. Moreover, each Department is responsible for identifying the equipment that needs to be replaced on the basis of its needs.

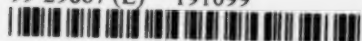
2. In addition to establishing equipment standards, the Division provides substantive offices with technical support based on service level agreements. Given that the age and state of the equipment used on the network can have a significant impact on the overall performance of the technical infrastructure, aside from the capability of the Division to provide effective technical support, it is important that offices replace old equipment in a timely fashion.

3. As of 1 January 2000, the Division will cease to provide support for computer equipment considered obsolete and not capable of operating the standard software. To ensure continued support from the Division, all offices are urged to replace any equipment listed below with the latest standard:

(a) All personal computers below Pentium 133 or Pentium 133 with less than 32 MB of RAM;

(b) All non-SVGA monitors;

* Expiration date of the present information circular: 31 December 2000.



(c) The following printers:

- HP Paintjet;
- HP Deskjet monochrome;
- HP Laserjet II series;
- HP Laserjet III series;

(d) IBM Selectric typewriters.

4. The Division's standards are posted on the United Nations Headquarters Intranet at <http://intranet/ITSD/cts/uss/pcstd.htm>; they can also be accessed by following the links to "Technical Support/Standards".
 5. In addition, the Division will no longer support the use of typewriters as impact printers for multi-part forms. Offices that continue to have this requirement are strongly urged to replace these typewriters with the Division standard impact printer posted on the Intranet.
 6. The Division will continue to provide repair and maintenance for stand-alone typewriters but will not replace un-repairable units. It should also be noted that the Division does not supply or repair calculators or time-date machines. Because typewriters, calculators and time-date machines do not in any way affect the common infrastructure, offices may purchase these items directly without consulting the Division.
 7. Effective 1 January 1998, Departments are solely responsible for replacement of their own equipment. For this purpose, funds for the current biennium have been allotted in the respective departmental accounts. The same procedure will apply to the next biennium.
 8. Executive offices will be informed about the procedures for disposal of obsolete equipment.
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